



Janice K. Brewer
Governor

Clarence H. Carter
Director

THE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) PERFORMANCE AND RESULTS QUARTERLY SYSTEM)

USER AFFIRMATION STATEMENT

I understand that all personnel who have access to SCSEP data are bound by applicable federal and state laws and program policies and are responsible for SCSEP data. I agree to abide by all applicable federal and state laws and program policies. I pledge to refrain from any and all of the following:

1. Revealing SCSEP data to any person or persons outside or within the program who have not been specifically authorized to receive such data,
2. Attempting or achieving access to SCSEP data not related to my job/training duties,
3. Entering, altering or erasing SCSEP data for direct OR indirect personal gain or advantage,
4. Entering, altering or erasing SCSEP data maliciously or in retribution for real or imagined abuse for personal amusement or any other unauthorized or improper use,
5. Using other person's personal SPARQ logon IDs, user IDs or passwords,
6. Revealing my personal logon IDs, user IDs or passwords to another person,
7. Asking another to reveal his/her personal SPARQ logon ID, user ID or password

My signature below confirms that I have read this User Affirmation Statement and accept responsibility for adhering to all applicable laws and SCSEP policies and the above listed affirmations.

Staff (Employee)/Program Representative Name (printed)

Signature of person above

Date of Signature